



DEPARTMENT OF THE NAVY
DIRECTOR, SPACE AND NAVAL WARFARE
INFORMATION TECHNOLOGY CENTER
2251 LAKESHORE DRIVE
NEW ORLEANS, LA 70145-0001

SPAWARINFOTEHCENINST 4423.1
ITC10
22 Mar 2002

SPAWARINFOTEHCEN INSTRUCTION 4423.1

Subj: SPACE AND NAVAL WARFARE SYSTEMS COMMAND INFORMATION TECHNOLOGY CENTER
(SPAWARINFOTEHCEN) PURCHASE REQUEST (PR) PROCEDURES

1. Purpose. To establish and implement mandatory procedures for creating PRs using the automated tool PRBuilder.
2. Applicability. This procedure is applicable to all personnel assigned to SPAWARINFOTEHCEN.
3. Responsibilities. Users must register on line for access to this system. Workflow Managers (as defined in paragraph 4c below) must activate user accounts and assign user roles before they can operate PRBuilder.
4. Action

a. To initiate a PR the following actions apply:

(1) Accessing PRBuilder. The following are required to operate PRBuilder:

- (a) A computer with internet connectivity,
- (b) Internet Explorer 5.5 browser,
- (c) an E-mail address, and
- (d) a valid PRBuilder account (with registered login name and password).

(2) To begin using PRBuilder:

(a) Enter the internet Uniform Resource Locator (URL)
<https://www.prbuilder.navy.mil>.

(b) Enter your username and password, and then select "Login" to access your account. If you do not have a PRBuilder account, you must first register to use the system.

(c) Select "Register" and fill out the registration form, then select "Register" to submit the form.

b. Operating PRBuilder. Each PRBuilder user has a personal homepage called the Desktop. Your name and Department of Defense Active Address Code/Unit Identification Code (DODAAC/UIC) appear at the top left-hand corner of this page. The Desktop enables you to perform tasks in the system

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based on your user roles. It has two functional areas, blue Navigation Bar on the left side of the screen, and red Menu Bar along the top of the screen.

(1) Navigation Bar. The Navigation Bar allows you to navigate through the PR. It contains the:

- (a) Inbox,
- (b) Archive Cabinets for PRs,
- (c) Search Button,
- (d) Link to Release Notes,
- (e) Report Issue,
- (f) PRBuilder Help, and
- (g) Logout.

(2) Menu Bar. The Menu Bar lets you perform the following variety of tasks within the PRBuilder based on your roles in the system:

(a) The Desktop button allows users to return to the Desktop Page at any time.

(b) The Admin button allows users to access functions based on their user roles. All users will be able to modify their own profiles.

(c) The Options button allows requirement users (defined in paragraph 4c below) to create file cabinets.

(d) The Help button activates the online user guide.

c. Types of System Users. There are four types of users in the PRBuilder system. Individuals may have any of the following combination of roles and permission authorizations in the system.

(1) Requirement Users. Creates and routes PRs for approval, and has the ability to write data to the PRs that they create.

(2) Fiscal Users. Adds funding data, approvals, disapprovals, and comments to PRs.

(3) Approver Users. Approves, disapproves, or comments on PRs.

(4) Workflow Manager (WFM). Administers the business processes of their unit within the PRBuilder system. The WFMs have no transactional role in the PR routing and approval process. The following are functions available to a WFM:

(a) Administer Users. Creates and modifies user accounts and resets passwords.

(b) Administer Workflows. Creates and modifies workflows in the system.

(c) Administer DODAACs/UICs. Creates new DODAACs/UICs and assigns (DODAACs/UICs) to users.

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d. Types of PRs. The following are the two types of PRs in PRBuilder:

(1) EZPR. Small procurements having only one Line Of Accounting (LOA).

(2) PR. More complex procurements with more than one LOA. This option will never be used within SPAWARINFOTECHCEN.

e. Navigation File Cabinets. File Cabinets are used to organize and store the PRs that you create in the system.

(1) To create a File Cabinet from your Desktop page:

(a) Select "Options" on the Menu Bar and select "New Cabinet."

(b) Enter a name for your File Cabinet and select "OK." A File Cabinet icon will appear with the name of the new cabinet on the Navigation Bar. This is the functional cabinet that will be used to store all PRs you create.

(2) To create EZPRs in PRBuilder, you must first open your functional file cabinet.

(a) Selecting the File Cabinet icon opens this cabinet. Once opened, you will have the "Create PR" option on the Menu Bar.

(b) The icon will change to an open cabinet drawer. The Navigation Bar will display any existing PRs under the selected File Cabinet.

(3) The icon preceding a PR Number under the File Cabinet gives you a quick status of the EZPR. The status ICONS of PRs will be In Process, Complete, In Route, Approved, or Disapproved. You can view or open the EZPR by clicking the PR number.

f. Creating an EZPR. To begin creating an EZPR you must:

(1) Select the "Functional File Cabinet" where the PR will be stored.

(2) Select "Create New" on the Menu Bar and select EZPR from the drop-down menu. The EZPR consists of the following five sets of data fields contained on a single web page:

(a) Basic Information Section. This section contains standard data for the procurement. In this section, the system auto-generates a unique PR number for your document. There is also an edit field for an "Alternate Document Number." This field will be used by the fiscal department to identify the appropriate funding document.

(b) Shipping Information Section. The "Originator" portion of the "Shipping Information" section is pre-populated with data from your user profile, but you must fill out the "Ship To" portion of this section.

(c) Recommended Sources Section. This section allows you to provide information on a recommended source. At least one suggested source must be provided, if not shown as a mandatory field.

(d) Line Item Info Section. This section allows you to create as many line items and sub-line items as needed. After the information is

entered in the fields and saved, select "Add" to add additional line items. After all parts of the EZPR are complete, select "Save" to save your information to the PRBuilder database.

(e) Fiscal Information Section. This section will not be used by this command. The SPAWARINFOTECHCEN Comptroller Office (ITC00F) will provide separate funding documents.

g. Attaching Documents

(1) You may attach any type of electronic document, or file to the EZPR, as follows:

(a) Select "Upload" from the "PR Options" drop-down menu on the "Menu Bar" and the system will take you to the "Upload Attachments" page.

(b) Enter a description of the attachment and other information.

(c) Select "Browse" to use the standard "Windows File" selection box to find and attach the document.

(d) Select the file that you want to attach, and select "OK" at the bottom of the page.

(2) To return to the PR, select the "PR Number" from the "Navigation Bar."

h. Completing an EZPR. After completing all the required fields and uploading the attachments:

(1) Select the "PR Options" on the "Menu Bar" at the top of the screen and select "Complete."

(2) The EZPR is now ready to be routed for approval.

i. Modifying an EZPR. As the originator of the EZPR you can modify an EZPR by selecting "In Process" from the PR Options menu bar to put the EZPR back in process to make changes (i.e., attach more documents to the PR).

j. Routing an EZPR. On the left side of the "Navigation Bar" change the DODAAC/UIC to your directorate code to access approved workflows. Select the option to "Route" the EZPR from the "PR Options" drop-down menu. The system will take you to the routing page and ask if you want to "Route for Information."

(1) Route for Information. This enables you to send copies of a completed PR to selected individuals after the EZPR has been approved.

(a) Select "Yes" or "No" to "Route for Information."

(b) A new window will open on your screen. At the top of this window will be a list of DODAAC/UICs. Select "N69250" for a complete list of users. Highlight the user you would like included on the "Route for Information" list, then select "Add." Select "Continue" to proceed.

(2) Route for Approval. Select from the list of available Workflows for your DODAAC/UIC. Select the appropriate workflow to be used, then select "Route." PRBuilder will take you to the "Approver Suspension Days" page.

Select the number of suspension days for each individual in the workflow. When selecting these days, take into consideration holidays and weekends, because the suspend days are calendar days in lieu of workdays. After setting the suspension days, select "Route." The PR will then be routed to the first member of the workflow.

k. Recall Route. You can recall or cancel a routed EZPR at anytime. This feature is used to take EZPRs from its "Routed" status back into the originator's possession in the "In Process" status. The originator will then have access to the EZPR to make changes and re-route the EZPR again, if needed. EZPRs that have been recalled cannot be deleted from the system since it has been routed once.

l. Inbox Functions (Approver). When you receive an EZPR for approval, you will receive an E-mail notification to let you know that you have an EZPR in your PRBuilder Inbox. Selecting the link in the E-mail will bring you to PRBuilder. A yellow folder will appear on the "Inbox" indicating that you have received documents for approval.

(1) From the Navigation Bar, select the "Inbox" icon and the system will take you to your Inbox page.

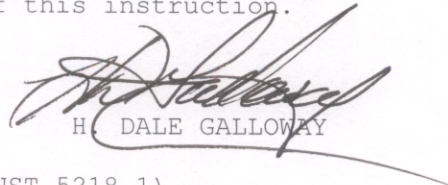
(2) To approve an EZPR, select "Approve" to the right of the appropriate PR folder. The EZPR will be electronically marked with your approval and routed to the next member of the workflow.

(3) To disapprove an EZPR, select "Disapprove." You will be prompted for a disapproval comment. Enter your comments and select "OK" to disapprove the EZPR. The disapproved EZPR will be returned to the originator.

m. Add Comments. To add comments select "Comments" and enter data. Your comments will be stored in the PR tracking log. Once an EZPR is approved by the final approver in the workflow, the PRBuilder process is complete.

n. Contracting Officer Representatives will ensure contractors receive and comply with the requirements of this instruction.

o. Government managers and supervisors will ensure all personnel receive and comply with the requirements of this instruction.



H DALE GALLOWAY

Distribution: (SPAWARINFOTECHCENINST 5218.1)
Lists A, B, C, D, E, and F